



REQUEST FOR QUALIFICATIONS (RFQ)
SPACE NEEDS ASSESSMENT AND CONCEPTUAL DESIGN
FOR
FUTURE MUNICIPAL OFFICES OF
THE CITY OF RICHMOND, TEXAS

SUBMITTAL DUE: Thursday, June 2, 2016, 3:00 PM

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FOR
FUTURE MUNICIPAL OFFICES OF
THE CITY OF RICHMOND, TEXAS

Section 1. Introduction

1.1 Purpose of Request

The City of Richmond is requesting written qualifications to provide professional consultant services to compile a space needs assessment and conceptual design for the Municipal Offices of the City of Richmond, Texas.

1.2 Background

The City of Richmond is located just 30 miles southwest of Houston off the future Interstate 69 corridor. Incorporated in 1837 as one of the first three cities in the Republic of Texas, the City of Richmond is the county seat for Fort Bend County and its limits currently encompass 4.2 square miles. The City's extra-territorial jurisdiction includes 28.6 square miles. Taking a stroll down Morton Street, the center of Richmond's historic district, is like stepping into the past. Just a stone's throw from the banks of the Brazos, the century-old buildings are well preserved, and its quaint storefronts remind you of a time gone by. Equally exciting is what's taking place a short distance from downtown. There's a new energy ... driven by developers and businesses that have chosen Richmond to be their new home. Being located so close to I-69, and just 30 minutes from Houston, this small town and all of its charm has caught the eye of commercial developers, retailers, and home builders. Plans are in place for more building renovation and adding new historic attractions. Upscale boutiques and shops continue to occupy the old buildings along Morton Street and are reenergizing the area. Richmond is on the cusp of tremendous growth.

The current City Hall was constructed in 1940 and later purchased a title building in 2000, two blocks down the street to accommodate growth, which created the City Hall Annex. The City has renovated and updated both buildings several times, since construction and purchase respectively.

The main City Hall building at its current location houses Administration, Customer Service (Utility Department), Human Resources, Economic Development and Finance. City Commission Chambers/Municipal Court, Public Works, Permitting, and Planning departments are located at the City Hall Annex. There is approximately 5,000 square feet of useable space at the two story (without elevator) City Hall, and 8,000 total area at the City Hall Annex. The combined number of personnel at City Hall and City Hall Annex currently stands at 36, with an estimate of 52 projected within the next 5-10 years. This fiscal year the employee personnel count for the entire City is 164.

1.3 Goals and Objectives of the Project

The project consists of performing an evaluation of the space needs of the above named departments. The evaluation should include the square footage necessary to personnel, equipment, parking (for both visitors and personnel) and other associated requirements for the daily operations of each department. The project should provide the total site area required for the new facility, estimated cost, and conceptual design with an architectural rendering. Site selection is also a part of the scope of this project. This project will have a sixty (60) day completion deadline from the estimated award date of June 20, 2016.

1.4 Professional Services Required

The selected consultant must provide all services to meet the goals and objectives of this project (the current and future needs 10-20 years). Any additional services that the City anticipates needing will be addressed during the "Request for Qualifications" section.

1.5 City Contact

Howard Christian
Public Works Director
City of Richmond
600 Morton Street
Richmond, TX 77469
281/342-0559

1.6 Deadline for Submission

Any and all responses to this RFQ must be submitted no later than **3:00 PM, June 2, 2016** at the address shown in Section 1.5.

Section 2. Required Statement of Qualifications

2.1 Narrative

The statement of qualifications should include the following information:

Facts about the Firm:

- Number of years in business under the current name and location.
- Business and/or professional license numbers and expiration dates.
- Professional history of firm and principals including their association with previous firms.
- List of individuals dedicated to this project and corresponding professional resume.
- Description of similar projects involving municipal facilities.
- Description of firm's liability and professional responsibility insurance along with the declaration page of the liability policy now in force.
- List firms current workload including a description and scope.
- List outside consultants retained by the firm on a regular basis.
- List any projects that were awarded to the firm, but were not completed and why within the last 3 years.
- If sub-consultants are to be used on the project, list similar information regarding their experience and personnel working on the project.

2.2 General

Questions regarding the statement or its submittal may be directed to Howard Christian. Three (3) copies of the submittal are required.

Section 3. Monitoring, Reporting and Information.

3.1 Monitoring and Reporting Systems

- Provide an overview of the workflow, monitoring system, including status reports and other control methods to be used.
- Provide estimated work hours, personnel assigned and a timeline by task for the study.
- It is expected that there will be weekly progress updates throughout the study by telephone or in person.
- It is expected that there will be at least one status update on site during the study and at least one presentation at a City Commission meeting.

3.2 Miscellaneous Information

- The City of Richmond reserves the right to accept or reject, either in whole or in part, any and all submittals in response to this request, to waive irregularities, or take whatever action deemed necessary to protect the City's best interest.
- All material submitted regarding this RFQ becomes the property of the City of Richmond. Such materials/documents are available for public inspection after the final selection has been made. As property of the City, the City has the right to use the information contained in the submittal.
- The City is not responsible for any costs incurred by the consultants prior to conveying this agreement or its rights, title or interest therein, or its power to execute such agreement to any other person, company or corporation without the prior written consent of the City.
- The City reserves the right to make reference checks with any client listed in the documents for further information and verification of the consultant's qualifications.

Section 4. Procurement of Professional Services

4.1 General Selection Process

All submittals will be evaluated by the City's management team based on the following criteria: relevant experience of consultant, expertise of key personnel assigned to the project, commitment to provide effective project management, ability to deliver the project on time and references.

4.2 Interviews

As its option, the City may conduct interviews with any consultant to determine the best qualified firm and reserves the right to interview only the top ranked firms based on the review of qualifications.

4.3 Negotiations

Upon completion of the selection process, the City will commence negotiations with the selected firm to establish a final scope of services and an appropriate fee to be paid to the consultant for such services. Negotiations will be suspended from any firm being considered and may commence with any other firm if an agreement cannot be made.

4.4 Agreement

The City Attorney shall prepare the proposed final agreement between the City of Richmond and the selected consultant.

4.5 Final Approval

The management team will forward a final recommendation for selection to the City Commission for their consideration and approval. Final approval is expected to take place no later than 30 days after the RFQ closing.

CERTIFICATE OF INTERESTED PARTIES**FORM 1295**

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY

1 **Name of business entity filing form, and the city, state and country of the business entity's place of business.**

2 **Name of governmental entity or state agency that is a party to the contract for which the form is being filed.**

3 **Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the goods or services to be provided under the contract.**

4 Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)	
		Controlling	Intermediary

5 **Check only if there is NO Interested Party.**

☐**6 AFFIDAVIT**

I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.

Signature of authorized agent of contracting business entity

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said _____, this the _____ day
of _____, 20_____, to certify which, witness my hand and seal of office.

Signature of officer administering oath

Printed name of officer administering oath

Title of officer administering oath

ADD ADDITIONAL PAGES AS NECESSARY

CONFLICT OF INTEREST QUESTIONNAIRE**FORM CIQ**

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of person who has a business relationship with local governmental entity.**2** ☐ Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 Name of local government officer with whom filer has employment or business relationship._____
Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

☐ Yes ☐ No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

☐ Yes ☐ No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

☐ Yes ☐ No

D. Describe each employment or business relationship with the local government officer named in this section.

4_____
Signature of person doing business with the governmental entity_____
Date

Adopted 06/29/2007